WASHINGTON STATE DEPARTMENT OF LICENSING
Vehicle/Vessel Contract Application

Use this form to apply for access to vehicle/vessel records through the Internet Vehicle/Vessel Information Processing System (IVIPS) or to receive bulk/batch data. Send the completed form with a copy of your business license and other required documents by fax to: **(360) 570-7895** or email (print and scan or upgrade to **Adobe Reader XI** or above) to: **vsdisclose@dol.wa.gov**.
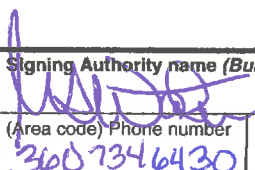
Please allow 14 business days to process and respond to your request. Questions or assistance: IVIPS: (360) 359-4001; Bulk/batch: (360) 902-0136.

We are committed to protecting personal information and there is no guarantee you will be approved. We release records only as allowed by state and federal laws, including the Driver Privacy Protection Act (DPPA). The DPPA also restricts redisclosure of personal information you receive.

Fees

IVIPS contract fees: There is a 4-cent fee per record search, and businesses must pay an additional $2 for each record accessed. Government entities are exempt from the $2 fee.

Bulk records contract fees: There is a 1-cent fee per unique VIN record. The contractor is also responsible to pay a onetime set-up fee and monthly maintenance fee. Setup and maintenance fees may vary for bulk records.

1 Method of access you are requesting

☑ IVIPS *(Individual record inquiries)*   Current IVIPS number, if applicable _____
☐ Bulk vehicle/vessel records *(Batch process)*   Frequency *(check one)*: ☐ One time ☐ Periodic ☐ Regular

PRINT or TYPE Company/Agency name
Sudden Valley Community Association

Contract contact/manager *(IVIPS and Bulk records accounts)*	Signing Authority name *(Bulk records accounts only)*
Norman R. Smith	

(Area code) Phone number	Email *(required for IVIPS and Bulk records)*	(Area code) Phone number	Email *(required for Bulk records)*
(360) 734-6430	norm@suddenvalley.com	360 734 6430	MARDIE@SuddenValley.com

Physical address of business *(Number and street, City, State, ZIP code)*
4 Clubhouse Circle, Bellingham WA 98229

Mailing address of business, if different *(Address or PO Box, City, State, ZIP code)*

Provide **one** of these identifiers:	Taxpayer Identification Number (TIN) 6a	Employer Identification Number (EIN)	WA Unified Business Identifier (UBI)

2 Provide a detailed explanation of your primary business activity (exactly what your business does).

Sudden Valley Community Association is a homeowner association. The administration staff administors the rules & regulations, bylaws and buisness objectives of the association board of directors and residences

3 Check all that apply to you and/or your business

☐ Attorney
☐ Auction
☐ Auto manufacturer or agent
☐ Bail bonds
☐ Bank or financing firm
☐ Business
☐ Commercial parking company
☐ Credit union
☐ Data broker/Reseller
☐ Debt recovery/Collection
☐ Employer/Prospective employer
☐ Government
☐ Guardianship/Trustee service
☑ Homeowner association
☐ Hospital
☐ Hulk hauler
☐ Insurance company/agent

☐ Lien service
☑ Marina
☐ Neighborhood block watch
☐ Newspaper or media
☑ Non-profit organization
☑ Parking enforcement
☐ Private investigator
☐ Process server
☐ Property mgmt. - Government
☑ Property mgmt. - Private
☐ Repossession service
☐ Retail/Store
☐ School - Private
☐ School - Public
☐ Scrap processor or wrecker
☐ Security services - Government
☑ Security services - Private

☐ Service bureau for another business
  Provide business name:
  _____
☐ Storage facility
☐ Title/Escrow
☐ Toll facility
☐ Towing company
☐ Transporter
☐ Union (non-profit)
☐ Vehicle/Vessel dealer
☐ I represent a business that will provide information to another party
  Provide business names:
  _____
☐ Other (explain)
  _____
  _____

4 Explain in detail why you need vehicle/vessel information. Give examples. Attach additional pages if necessary.

Sudden Valley has a contracted guard service that enforces traffic regulations. There are instances where vehicles do not head the security officer and the only information is a license plate number. By being able to run that record we can better educate and enforce compliance.

Sudden Valley also has a marina where spaces are rented. There are occasions where there are boats that are in rented spots and there is not a record of the vessel. By being able to run the record for Washington State registred boats the boat owners can be contacted on this issues.

5 Redisclosure and/or selling of information

Will you sell or provide the information to anyone else? .... ☐ Sell ☐ Provide ☑ No

If no, skip to Section 6.

If yes, who will you provide or sell the information?

The release and redisclosure of personal information is restricted by state and federal laws. How do you ensure recipients are entitled to personal information under these laws?

How will you provide the information to recipients? Explain.

6 Owner contact

Will you contact the vehicle/vessel owner? .... ☑ Yes ☐ No

Unsolicited business contact for commercial purposes is strictly prohibited.

If yes, why will you contact the owner and how will you contact them?

To inform and educate as to a violation of Sudden Valley rules and regulations and issue citations via mail when appropriate. Phone calls may be initiated under limted circumstances.

7 Answer the following

1. Do you agree not to sell or provide the information to any third party that has not been disclosed
   as part of this application?.. ☑ Yes ☐ No
2. Do you agree not to use the information for any purpose other than reasons stated on this
   application? .... ☑ Yes ☐ No
3. Do you agree not to use, or facilitate the use of, the information for the purpose of making
   unsolicited business contact, or promoting the sale of any goods or services? .... ☑ Yes ☐ No

8 Check all that apply

☐ **I represent a government agency.** Agency name: _____

    Do you agree the information you receive will only be used in an official capacity and solely
for carrying out the functions of your agency?. . . . . ☐ Yes ☐ No

☑ **I represent a Washington State business.** Attach legible copies of:
- your current business license
- any/all professional licenses that you possess

☐ **I represent a business outside Washington State.** If your business is not required to be licensed in the state of Washington, attach a legible copy of either:
- your current business license
- a letter with a signature of the owner or authorized representative indicating you are their agent. The letter must include your Employer Identification Number (EIN) or Taxpayer Identification Number (TIN).

☐ **I am a process server.** Attach legible copies of:
- your current business license
- any/all professional licenses that you possess
- registration for county jurisdictions

☑ **I represent a non-profit organization or corporation.**
1. Attach a legible copy of one of the following:
   - Your Articles of Incorporation, filed with the Secretary of State
   - Your Tax Exempt Status from the Internal Revenue Services (501)(c)(3)
   - Other documents reviewed and approved by the Department of Licensing Public Records Officer
2. Submit a letter with a signature of the business owner or authorized representative indicating you are their agent.

☐ **I represent a data broker/reseller** – attach a legible copy of your current business license.
IVIPS applicants must also include:
- subscriber roster (provided on page 4)
- subscriber agreements

☐ **I am an attorney.*** Attach legible copies of:
- your current business license
- your current bar card

☐ **I am a private investigator.*** Attach legible copies of:
- your current Private Investigator license
- your current business license

***Whenever an attorney or private investigator accesses a vehicle record in IVIPS, we will send a notification letter to the vehicle owner.** RCW 46.12.635

Knowingly making a false statement or concealing a material fact required in this request or making false representation to obtain any personal information from an individual's motor vehicle record is subject to federal criminal fines under the DPPA and RCW 46.12.640

By signing or typing your name, you are certifying under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Managing Director Sudden Valley Community Association
Title

X _____
Signature

_____
Date and place (county) signed

Federal Driver Privacy Protection Act (DPPA) 18 U.S.C. §2721 through §2725
Washington State laws RCW 42.56, RCW 46.12, RCW 47, WAC 308-10, and WAC 308-93

*We are committed to providing equal access to our services.
If you need accommodation, please call (360) 359-4001 or TTY (360) 664-0116.*

Subscriber Roster (Data brokers/resellers applying for IVIPS must complete this section)

Each data broker or reseller must:

- Maintain a legible Subscriber Roster and complete all fields
- Record all subscribers
- Document the specific permissible use each subscriber qualifies
- Retain Subscriber Roster for 6 years and provide to DOL when requested

Your contract and/or IVIPS access may be terminated if you do not maintain a complete and legible Subscriber Roster.

NOTE: When a subscriber gives information to an attorney or private investigator, a notification letter must be sent. Failure to send a notification letter is a violation of your contract and Washington State laws. A sample notification letter is at **https://fortress.wa.gov/dol/ivipsprod/.**

In the *Subscriber's permissible use* box, provide a specific description of why the subscriber needs access to personal information. For example, "information is used in the processing of insurance claims investigations." A vague answer, such as, "check who owns the vehicle," is unacceptable.

	Legal business name	Contact name	Email	Telephone #
1	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? .... ☐ Yes ☐ No			
2	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? .... ☐ Yes ☐ No			
3	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? .... ☐ Yes ☐ No			
4	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? .... ☐ Yes ☐ No			
5	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? .... ☐ Yes ☐ No			
6	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? .... ☐ Yes ☐ No			
7	Legal business name	Contact name	Email	Telephone #
	Address, City, State, ZIP code		Subscriber's permissible use	
	Does the subscriber provide information to an attorney or private investigator? .... ☐ Yes ☐ No			

Use additional copies of this page, if needed. You may create your own Subscriber Roster as long as it contains all of the data fields on this form.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 1 3 2010**

SUDDEN VALLEY COMMUNITY ASSOCIATION
C/O GARY A PORTER
3160 TELEGRAPH RD STE 203
VENTURA, CA 93003

Employer Identification Number:
6a
DLN:
 17053267335009
Contact Person:
 MICHAEL J HANSON   ID# 31127
Contact Telephone Number:
 (877) 829-5500
Accounting Period Ending:
 December 31
Form 990 Required:
 Yes
Effective Date of Exemption:
 August 10, 1973
Contribution Deductibility:
 No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-
exempt status we have determined that you are exempt from Federal income tax
under section 501(c)(4) of the Internal Revenue Code. Because this letter
could help resolve any questions regarding your exempt status, you should keep
it in your permanent records.

Please see enclosed Publication 4221-NC, Compliance Guide for Tax-Exempt
Organizations (Other than 501(c)(3) Public Charities and Private Foundations),
for some helpful information about your responsibilities as an exempt
organization.

We have sent a copy of this letter to your representative as indicated in your
power of attorney.

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-NC

Letter 948 (DO/CG)

SUDDEN VALLEY COMMUNITY ASSOCIATION
4 CLUBHOUSE CIRCLE
BELLINGHAM WA 98229

DETACH BEFORE POSTING

002486

BUSINESS LICENSE

**STATE OF
WASHINGTON**

Domestic Nonprofit Corporation

Unified Business ID #: 600 121 488
Business ID #: 1
Location: 2

SUDDEN VALLEY COMMUNITY ASSOCIATION
2145 LAKE WHATCOM BLVD
BELLINGHAM WA 98226

TAX REGISTRATION

UNEMPLOYMENT INSURANCE

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Brad Flaherty

Director, Department of Revenue

Redaction Log

Reason	Page (# of occurrences)	Description
6a	**1** (1) **5** (1)	RCW 42.56.230(5); RCW 9.35.005. Personal Information – Financial Information. Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, social security numbers, bank or other financial information identified in RCW 9.35.005. Information in RCW 9.35.005 is information identifiable to an individual that concerns the amount or conditions of an individual's assets, liabilities or credit: account numbers and balances; transactional information concerning an account; codes, passwords, social security numbers, tax identification numbers, driver's license or permit numbers, state identicard numbers issued by the Department of Licensing, and other information held for the purpose of account access or transaction initiation.